Draft guidance on radiotelephony procedures

# Overview

We would like your feedback on our draft advisory circular (AC) on radiotelephony procedures.

Clear, concise and accurate radio communications is an essential component of aviation safety. The purpose of this AC is to provide a comprehensive resource of standardised and best practice radiotelephony procedures, to help ensure uniformity in radiotelephony communications. It includes sample communication exchanges as well as detailed lists of standard phrases.

When published, this AC will eventually replace the radiotelephony guidance currently specified in section GEN 3.4 of the Aeronautical Information Publication (AIP).

We will update the published AC regularly to ensure it remains accurate and fit for purpose.

**Intended audience**

The intended audiences for this AC are:

* pilots
* air traffic controllers
* airside workers
* any person authorised and required to use an aeronautical voice communication system.

# Why your views matter

We recognise the valuable contribution that community and industry consultation makes to the regulatory development process. This is the first AC relating to radiotelephony procedures, so we are seeking feedback as to whether the content provides adequate guidance on:

* how to provide clear, concise and accurate radiotelephony communications
* the use of standard phrases in radiotelephony communications.

A copy of the draft AC is provided below with specific details appearing on the designated page of the survey.

**Related Documents**

All documents related to this consultation are attached in the ‘Related’ section at the bottom of the overview page. They are:

* Draft Multi-Part AC 64.B-01, AC 91-35, AC 139-14 and AC 172-04 – Version 1.0 - Radiotelephony manual
* A fillable pdf phraseology template on which you can propose changes or improvements to the phraseologies within the AC
* MS Word copy of online consultation for ease of distribution and feedback within your organisation.

Please submit your comments on the draft AC through the Consultation Hub using the survey provided.

If you are unable to provide feedback this way or wish to submit a completed phraseology template, please email us at [regulatoryconsultation@casa.gov.au](mailto:regulatoryconsultation@casa.gov.au?subject=Consultation%20on%20Draft%20guidance%20on%20radiotelephony%20procedures%20).

Please read the draft AC document before providing your feedback.

**What happens next**

At the end of the response period, we will:

* review all comments received
* make responses publicly available on the consultation hub (unless you request your submission remain confidential)
* publish a Summary of Consultation which summarises the feedback received and outlines any intended changes and next steps.

Feedback that improves the guidance will be incorporated into the AC.

# Give Us Your Views

[Appears on the overview page at the bottom]

Online Survey

[This link is on the front page of the survey and takes you to the survey questions]

**Related Documents**

List of documents attached to the consultation

* Draft Multi-Part AC 64.B-01, AC 91-35, AC 139-14 and AC 172-04 – Version 1.0 - Radiotelephony manual
* Fillable pdf phraseology template
* MS Word copy of online consultation on Draft guidance on radiotelephony procedures

# Audience & Interest groups

**Audience**

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| * Aerodrome operator |
| * Air operator |
| * Flight instructors and flight examiners |
| * Flight training operators |
| * Pilots |
| * Sports and recreation operators/clubs |
| * Hot air balloon operators |
| * Air traffic controller/s |
| * Air traffic service provider/s |
| * Pilots of parachuting aircraft |
| * Balloon Instructors and flight examiners |
| * Balloon Pilots |
| * Sport aviation bodies & prospective ASAOs |
| * Aerodrome reporting officers |
| * Aircraft owner/operator |
| * Aerial work operator (Part 138) |
| * Helicopter pilots |
| * Flight training operators - helicopters |
| * AOC holders operating helicopters |

**Interest**

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| * Airspace and infrastructure |
| * Operational standards |
| * Flight training |
| * Private operations |

# Page 1. About this consultation

This consultation asks for your feedback on Draft Multi-Part AC 64.B-01, AC 91-35, AC 139-14 and AC 172-04 – Version 1.0 - Radiotelephony manual*.*

We will also ask you for:

* **personal information**, such as your name, any organisation you represent, and your email address
* **your consent** to publish your submission
* **your responses** to the proposed changes in the guidance
* **demographic information** to help us understand your interest in the guidance
* **any comments** you may want to provide.

Our [website](https://www.casa.gov.au/rules/changing-rules/consultation-industry-and-public), contains more information on making a submission and what we do with your feedback.

# Page 2. Personal information

## First name

*(Required)*

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## Last name

*(Required)*

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## Email

*If you enter your email address, you will automatically receive an acknowledgement email when you submit your response.*

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## Do your views officially represent those of an organisation?

*(Required)*

*Please select only one item*

Yes, I am authorised to submit feedback on behalf of an organisation

No, these are my personal views.

## If yes, please specify the name of your organisation.

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Which of the following best describes the group you represent?

*Please select only one item*

Aircraft owner/operator

Pilot

Air traffic controller

Air traffic service provider

Holder of an aeronautical radio operator certificate

Other

Please specify ‘Other’ if selected.

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# Page 3. Consent to publish submission

To provide transparency and promote debate, we intend to publish all responses to this consultation. This may include both detailed responses/submissions in full and aggregated data drawn from the responses received.

Where you consent to publication, we will include:

* **your last name** if the submission is made by you as an individual
* **the name of the organisation** on whose behalf the submission has been made
* **your responses** and comments.

We **will not** include any other personal or demographic information in a published response.

Do you give permission for your response to be published?

*(Required)*

*Please select only one item*

Yes - I give permission for my response/submission to be published.

No - I would like my response/submission to remain confidential but understand that de-identified aggregate data may be published.

I am a CASA officer.

Information about how we consult and how to make a confidential submission is available on our [website](https://www.casa.gov.au/rules/changing-rules/consultation-industry-and-public)**.**

# Page 4. Feedback on Draft Multi-Part AC 64.B-01, AC 91-35, AC 139-14 and AC 172-04

The purpose of this AC is to provide a comprehensive resource of standardised and best practice radio telephony procedures to help ensure uniformity in radiotelephony communications.

**Link to** [Draft Multi-Part AC 64.B-01, AC 91-35, AC 139-14 and AC 172-04.PDF](https://consultation.casa.gov.au/++preview++/regulatory-program/draft-mpac-64-b-01-ac-91-35-ac-139-14-ac-172-04/supporting_documents/Draft%20MultiPart%20AC%2064.B01%20AC%209135%20AC%2013914%20and%20AC%2017204%20v1.pdf)

**Question 1.** Do you think the layout of this AC, including the table-like graphics with examples, explanations and appendix with basic phrase elements, is appropriate for a radiotelephony manual?

Radio buttons

Yes

Yes, but with changes (please specify)

No (please explain why)

Not my area of expertise/not applicable

Comments

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**Question 2.** Do you think this AC has the right balance of phraseology examples and basic phrase elements?

Radio buttons

Yes

Yes, but with changes (please specify)

No (please explain why)

Not my area of expertise/not applicable

Comments

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**Question 3.** Do you think the example phrases should be written in Sentence case, ALL CAPITALS (as used in the draft as well as the AIP), or another format?

For example:

All capitals: XYZ CAPRICORN CENTRE FOR RELAY TO FASTAIR 345 CLIMB TO REACH FLIGHT LEVEL 370 BY UPTOWN

Sentence case: XYZ Capricorn Centre for relay to FASTAIR 345 climb to reach flight level 370 by UPTOWN

Note: Currently in the AIP, radiotelephony phrases are shown in ALL CAPITALS. This style may be suitable for short phrase elements but can be harder to read in longer sentences.

Radio buttons

ALL CAPITALS

Sentence case

Other (please explain below)

No position

Comments

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**Question 4.** Overall, do you believe this AC will be fit for purpose as a radiotelephony procedural resource?

Radio buttons

Yes

Yes, but with changes (please specify)

No (please explain why)

Not my area of expertise/not applicable

Comments

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**Question 5**. Are there any errors or omissions in the AC that you wish to bring to our attention or do you wish to suggest corrections or additional phrases?

Radio buttons

Yes – (skip logic) – go to Page 5

No – (skip logic) – skip to General Comments page

# Page 5. Specific phraseology feedback – page 1

Please use the link below to access the draft AC and have it available for reference.

**Link to** Draft Multi-Part AC 64.B-01, AC 91-35, AC 139-14 and AC 172-04.PDF

Use the input fields below to identify the issue and insert your recommended solution.

1. Affected page or paragraph reference within the AC (leave blank if not relevant).

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1. To what location or part of flight does the phrase apply?

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1. Fill in the phrase exchange boxes with your recommendations. Select who is conversing in each box – ATS/pilot.

ATS

Pilot

Phrase 1

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ATS

Pilot

Phrase 2

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ATS

Pilot

Phrase 3

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ATS

Pilot

Phrase 4

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Do you want to recommend another change?

Radio buttons

Yes – (skip logic) – go to Page 6

No – (skip logic) – go to General Comments page

# Page 6. Specific phraseology feedback – page 2

Please use the link below to access the draft AC and have it available for reference.

**Link to** Draft Multi-Part AC 64.B-01, AC 91-35, AC 139-14 and AC 172-04.PDF

Use the input fields below to identify the issue and insert your recommended solution.

1. Affected page or paragraph reference within the AC (leave blank if not relevant).

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1. To what location or part of flight does the phrase apply?

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1. Fill in the phrase exchange boxes with your recommendations. Select who is conversing in each box – ATS/pilot.

ATS

Pilot

Phrase 1

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ATS

Pilot

Phrase 2

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ATS

Pilot

Phrase 3

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ATS

Pilot

Phrase 4

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Do you want to recommend another change?

Radio buttons

Yes – (skip logic) – go to Page 7

No – (skip logic) – go to General Comments page

# Page 7. Specific phraseology feedback – page 3

Please use the link below to access the draft AC and have it available for reference.

**Link to** Draft Multi-Part AC 64.B-01, AC 91-35, AC 139-14 and AC 172-04.PDF

Use the input fields below to identify the issue and insert your recommended solution.

1. Affected page or paragraph reference within the AC (leave blank if not relevant).

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1. To what location or part of flight does the phrase apply?

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1. Fill in the phrase exchange boxes with your recommendations. Select who is conversing in each box – ATS/pilot.

ATS

Pilot

Phrase 1

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ATS

Pilot

Phrase 2

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ATS

Pilot

Phrase 3

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ATS

Pilot

Phrase 4

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Do you want to recommend another change?

Radio buttons

Yes – (skip logic) – go to Page 8

No – (skip logic) – go to General Comments page

# Page 8. Specific phraseology feedback – page 4

Please use the link below to access the draft AC and have it available for reference.

**Link to** Draft Multi-Part AC 64.B-01, AC 91-35, AC 139-14 and AC 172-04.PDF

Use the input fields below to identify the issue and insert your recommended solution.

1. Affected page or paragraph reference within the AC (leave blank if not relevant).

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1. To what location or part of flight does the phrase apply?

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1. Fill in the phrase exchange boxes with your recommendations. Select who is conversing in each box – ATS/pilot.

ATS

Pilot

Phrase 1

|  |
| --- |
|  |

ATS

Pilot

Phrase 2

|  |
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ATS

Pilot

Phrase 3

|  |
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ATS

Pilot

Phrase 4

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**More changes to propose?**

If you have more changes to propose, please use this phraseology feedback template - [phraseology feedback template](https://consultation.casa.gov.au/++preview++/regulatory-program/draft-mpac-ac-91-35-ac-139-14-ac-172-04-v1-0/supporting_documents/Feedback%20form%20%20Draft%20AC%20on%20radiotelephony%20procedures.PDF).

Send the completed phraseology template to the Regulatory Consultation mailbox [regulatoryconsultation@casa.gov.au](mailto:regulatoryconsultation@casa.gov.au). It will be attached to your submission in the AC consultation.

# Page 9. General comments

Please provide any further comments you may have on Draft Multi-Part AC 64.B-01, AC 91-35, AC 139-14 and AC 172-04 v1.0 in the comments box below.

Comments

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